

1-8	Incident Reporting Requirements	Part 1 of 1
Authorizing Utah Code: 62a-5-103	Rule:	Rights and Protections
Approved: 5/03	Rule Effective:	Printed: 7/03
Form(s): Form 1-8, CPS and APS Referral Form	Guideline(s): Department Policy 05-03, Division Policies 5-3 and Division Contract	

POLICY

Provider Agencies are required to provide incident reports to improve and maintain the health and safety of **Persons** who receive supports. Incidents that require a report include actual and suspected incidence of: abuse, neglect, exploitation, or maltreatment (per **Department** Code of Conduct, Policy 05-03), drug or alcohol abuse, medication overdose or error reasonably requiring a medical intervention, missing **Person**, evidence of seizure in a **Person** with no seizure diagnosis, physical or chemical emergency behavioral interventions, significant property destruction*, physical injury reasonably requiring a medical intervention, law enforcement involvement, or other instances that the **Provider Agency** determines should be reported.

PROCEDURE

1. **Provider Agencies** are required to notify the **Support Coordinator** and **Guardian** within 24 hours by phone, email, or fax of incidents requiring a report.
2. **Provider Agencies** are required to complete and file **Division Form 1-8**, Incident Report with the **Support Coordinator** at the **Region Office** within 5 business days of the occurrence of the incident.
3. The Support Coordinator shall review the report and decide if further review is needed.

*As of May 2003, the Division considers any damage totaling \$500.00 or more as significant.